



The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
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November 27, 2012

**RE: CASE Nos. S12-10-III, CU12-20, CU12-21, and V12-38
Metro Towers, LLC / University Avenue
Tax Map 14, Parcels 16, 17, 18, 20, and 21**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals (BZA).

Lisa Mardis of Project Management Services, on behalf of **Metro Towers, LLC**, has submitted a Development of Significant Impact Site Plan petition, two Conditional Use petitions, and one Variance petition for a proposed development at the above referenced property. A map is enclosed illustrating the location of the subject site. The following hearings have been scheduled to consider these petitions.

Planning Commission Hearing:
Thursday, December 13, 2012 at 6:30 PM

Board of Zoning Appeals Hearing:
Wednesday, December 19, 2012 at 6:30 PM

City Council Chambers, City Hall, 389 Spruce Street

Project Description:

The petitioner seeks to construct a mixed-use development in the O-I District containing one building that includes 32 two-bedroom units, office space, and exercise facilities. The Planning Commission is required to review and approve the Development of Significant Impact Site Plan petition because it contains more than eleven (11) dwelling units. The proposed setbacks require variance relief by the Board of Zoning Appeals. The development also requires conditional use approval by the Board of Zoning Appeals for multi-family dwellings in the O-I District as well as off-premise parking.

Should you have any questions concerning these petitions or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to cfletcher@cityofmorgantown.org. Written comments may be submitted to this email address or by mail to the Planning Division address above.

The agenda for these hearings and related staff reports will be posted on the City's website, www.morgantown.com, approximately one week before the respective hearing.

Respectfully,

Christopher M. Fletcher, AICP
Director of Development Services

